

Regular Board Meeting

City of Wetaskiwin Library Board

October 17, 2023

5:15 PM ~ Library meeting room

In attendance: Andrea Sandl, Brenda Schmidt, Paul Edginton, Gabrielle Blatz, Dean Billingsley, Kathy Stephanson, Heidi McFadzean, Malora Clayton, Sandra Kim, Laura White, Virtual: Von St.Martin

Absent – Maxwell Roberts

Call to Order 5:22pm

Approval of Agenda - motion by Kathy - passed

Consent Agenda - motion by Kathy - passed

Approval of minutes of June meeting - motion by – Kathy - passed

Business Reports

Manager's Report – Brenda Schmidt interim manager introduction. Brenda prepared a manager's report that was met with high praise. Well done. Report attached as info.

Librarian's Report – NA

Correspondence – NA

New Business

Mental Health First Aid Training request: Nov10, library to be closed to accommodate full staff training – Motion by Laura – passed

Tenant improvements: Discussion regarding building upkeep, specifically: painting for a city leased space = request to city facilities for approval. There is an upcoming facility assessment, the city will coordinate the date so that a board member (Kathy) can attend. Lease is coming due at the end of this year; questions of tenant improvements will be addressed in the next generation. Paul will provide a copy of the current lease and confirm if city or library board is the leasee. Term of the next lease was discussed- general agreement that the renewal should be for less than 10years but more than 1yr in anticipation of potential growth or move for the library footprint. To be determined after strategic planning by the board and new manager.

Policy clarification: Winter Holiday Closure days policy needs to be updated. For Christmas season 2023: all staff will have Christmas and Boxing Day off, Dec 27 full time staff will have a paid day off while the library will be open for regular business hours, staffed by the part-time employees. Motion by Kathy - passed

Committee Reports

Finance Committee (Andrea) = Paul advised Brenda and board to go direct to city finance for variance inquiries. Please cc Paul

WCB premiums variance: unexpected amount

Meals: unknown expense

Outstanding credit card charges: (for books) Brenda will inquire

Book orders: \$15k spent year to date of \$40k allotted from the city

2024 Budget (Sandra)

2024 proposal will be present to city next week. \$480K + lease and utilities (same operating costs that have previously covered by the city); reflective of planning 1 additional FTE and cost of living wage increase. Sandra worked with Paul and statements from pre-covid years to propose the 2024 budget. Significant unconfirmed numbers: wages, utilities, lease costs, facility maintenance. 2023 current salary \$\$ and library info don't match. Capital reserve money comes from upsent operating allocations. Current surplus = \$283k (to be confirmed)

Motion: The board will request \$480,400 cash from the city for the 2024 budget. Motion by Sandra – passed

The presentation to the city will be shared with board prior to presentation.

2024 Budget: 2024 funding approval from city should come Nov27/2023.

Personnel Committee (Andrea/Kathy)

Job Description: presented and amended. Motion to accept job description as amended. Motion by Kathy – passed.

Job Posting: presented and amended: Motion to accept job posting and salary range as amended. Applications will begin being reviewed by the personnel committee Nov15. Motion by Kathy – passed.

Plan of Service (Kathy)

Plan of Service proposal – 2024 – 1yr proposal, reflective of our current direction. Attached as info. Well done. Move to accept Plan of Service as presented. Motion by Laura - passed

In-camera– Sandra moved to go in camera

– Sandra moved to come out of camera

Next meeting date: November 21, 2023

Adjournment 8:46pm